# *Headquarters U.S. Air Force*

***Integrity - Service - Excellence***

# Generic RFP

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**AFCEE/DCP**

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# Overview

- **Generic RFP Document Requirements (in detail)**
- **Sections 3, 4, and 5 of Main Document**

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**Red font text** denotes general instructions to the RFP editor or generic character fields that must be replaced with project-specific information

**Grey-highlighted text** denotes sections and/or text that is not to be changed without Government approval

**Turquoise-highlighted text** denotes sections and/or text that demand a cross-check for the most current reference and/or internet address

**Yellow-highlighted text** denotes specific sectional notes and/or directions that are provided as comments throughout the document

**Black font text** denotes standard text that may be replaced with project-specific information, if necessary

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# Generic RFP

- To be used for FY02 and later projects
- Broken down into six sections and 26 Appendices
  - **Section 1:** Executive Summary
  - **Section 2:** Existing Conditions
  - **Section 3:** Project Arrangements, Requirements, and Management
  - **Section 4:** Instructions to Offerors
  - **Section 5:** Basis of Selection
  - **Section 6:** Reference Sources and Points of Contact
  - **Appendices A through Z** (some may not be applicable)

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- **Section 1.0 Executive Summary**
  - **1.1 Authority**
  - **1.2 Housing Goal**
  - **1.3 Project Summary**
  - **1.4 Key Controlling Documents**

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- **Section 2.0 Existing Conditions**
  - **2.1 General Existing Conditions**
  - **2.2 Parcel A**
  - **2.3 Parcel B**
  - **2.4 Refuse And Recycling**
  - **2.5 Snow & Ice Removal**
  - **2.6 Grounds Maintenance**
  - **2.7 (Other Contracts)**

# Generic RFP Section 3

- **Section 3.0 Project Arrangements, Requirements, and Management**
  - **3.1 Summary**
  - **3.2 Business Arrangements, Financial Plan and Structure**
  - **3.3 Design, Construction,and Demolition Requirements**
  - **3.4 Real Estate Management**

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# Priority List For Other Eligible Tenants

**In descending order of priority:**

1. **Other Active Duty Military Members/Families including Unaccompanied Military Members**
2. **Federal Civil Service Employees**
3. **Retired Military Members/Families**
4. **Guard and Reserve Military Members/Families**
5. **Retired Federal Civil Service**
6. **DoD Contractor/Permanent Employees (US Citizens)**
7. **General Public**

# Generic RFP Section 4

- Section 4.0 Instructions to Offerors
  - 4.1 Provisions
  - 4.2 Submission of Offers
  - 4.3 Submittal Requirements
  - 4.4 Proposal Packaging
  - 4.5 Execution of Proposal
  - 4.6 Late Submissions and Modification of Proposals
  - 4.7 Evidence of Dates and Times of Mailing Receipts
  - 4.8 Restrictions on Project Participation
  - 4.9 Resolution of Administrative Details
  - 4.10 Restriction on Disclosure and Use of Data

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## Section 4 (cont.)

- **Section 4.0 Instructions to Offerors**
  - **4.11 General Information**
  - **4.12 Successful Offeror Information**
  - **4.13 Electronic Copies**
  - **4.14 Qualifications Submittal (Step One)**
  - **4.15 Volume I: Qualifications**
  - **4.16 Volume II: Past Performance**
  - **4.17 Financial and Technical Proposal (Step Two)**
  - **4.18 Volume III - Design and Construction**
  - **4.19 Volume IV – Real Estate Management**
  - **4.20 Volume V – Business Arrangements, Financial Plan and Structure**

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# Generic RFP Section 5

- **Section 5.0 Basis of Selection**
  - **5.1 Strategy**
  - **5.2 Evaluation Factors and Subfactors and Their Relative Order Of Importance**
  - **5.3 Step One Qualification Ratings**
  - **5.4 Step One Past Performance Confidence Assessment**
  - **5.5 Step Two Color Ratings**
  - **5.6 Due Diligence**
  - **5.7 Baseline Requirements**

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- **Section 6.0 Reference Sources and Points of Contact**
  - **6.1 Documentation**
  - **6.2 Clarifications**
  - **6.3 City Points of Contact**

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## List of Appendices

- **Appendix A - Glossary**
- **Appendix B - Existing Inventory**
- **Appendix C - General Concept Map**
- **Appendix D - Housing Waiting List Data**
- **Appendix E - Utility Sales Rates**
- **Appendix F - Technical References**
- **Appendix G - New Construction Standards *or* Not Applicable (N/A)**
- **Appendix H - Offeror's Cover Page**
- **Appendix I - Non-Disclosure Agreement**
- **Appendix J - Past Performance Questionnaire**

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## List of Appendices (Cont'd)

- **Appendix K - Mandatory Forms**
- **Appendix L - Environmental Considerations Checklist *or* N/A**
- **Appendix M - Forward Commitment**
- **Appendix N - Government Direct Loan and Associated Legal Instruments *or* N/A**
- **Appendix O - Borrower Application Form and Instructions *or* N/A**
- **Appendix P - Intercreditor Agreement *or* N/A**
- **Appendix Q - Lockbox Agreement**
- **Appendix R - Military Housing Loan Guaranty Agreement *or* N/A**

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## List of Appendices (Cont'd)

- **Appendix S - Government Limited Guaranteed Loan and Associated Legal Instruments *or* N/A**
- **Appendix T - Guaranteed Lender Eligibility Form and Instructions *or* N/A**
- **Appendix U - Lease of Property *or* N/A**
- **Appendix V - Quitclaim Deed**
- **Appendix W - Mandatory Tenant Lease Clauses**
- **Appendix X - Use Agreement *or* N/A**
- **Appendix Y - Mandatory Successful Offeror (SO) Counsel Opinion Letter Clauses**
- **Appendix Z – Mandatory Clauses Required by Federal Law**

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# Contact Information

## Questions?

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